

PLANNING COMMISSION REQUEST TRACKING CHART
September 1, 2016

	Date Introduced	Commissioner	Subject/Request	Resolution/Action	Assignee
1.	7-2-15	Harper	Preparation of a PC recommendation to Town Council to initiate a Town Plan Amendment to allow a bikeway network.	TC heard a presentation by Mr. Dennis Kruse 09/08/15 meeting. A resolution to address Phase 1 (signage for a bike route) of Mr. Kruse's recommendations was approved by Council on 10/13/15 Public Works is ready to move forward with Phase I – Signage.	Susan Kaj Brett
2.	3-17-16	Robinson	Request for an update on SB 549 again in December	This briefing will be scheduled for a Planning Commission meeting in December.	Susan/ Brian
3.	05-19-16	Robinson	Request for a future discussion regarding creating a policy to address significant changes made to applications after the Planning Commission has taken action and the application is forwarded to Town Council with a Planning Commission recommendation.	Staff will research and come back to the Planning Commission to discuss at a future date. This has been scheduled for the September 1, 2016 meeting.	Brian
4.	06-02-16	Robinson	Payment in lieu discussion in terms of residential use and amount	This will be discussed at the September 1, 2016 Planning Commission meeting	Susan
5.	06-16-16	Robinson	Parking Strategy discussion to include a presentation by Keith Markel on recommendations from the Parking Committee	To be scheduled for the September 1 PC meeting	Susan/ Keith

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On-going Requests

	Date Introduced	Commissioner	Subject/Request	Resolution/Action	Assignee
1.	11-06-2014	Hoovler	Request for semi-annual updates from the Tree Commission as well as discussion in regard to meeting the Town Plan Action Plan	Staff to coordinate semi-annual briefings from the Tree Commission and address Town Plan Action Plan status and compliance. Last briefing was provided on November 19, 2015.	Susan Bill F.
2.	05-05-16	Robinson	Request for copies of information regarding proffer bill legislation being presented to Town Council at their May 23, 2016 Work Session. Also request for information generated by the County Attorney for the BOS on SB 549.	Barbara Notar made a presentation to the Planning Commission at their June 2, 2016 meeting. When the County information is available, staff will include it in the Planning Commission packets.	Susan/ Barbara

Completed Requests

Request	Response
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Provide a summary of action on PC Retreat follow-up action items	Staff provided a memo on 02-17-2013
Initial PC direction to provide quarterly updates on Town Plan Action Program	Staff will provide a yearly update in the fall
Provide training/orientation to new PC Members	TOL and DPZ orientation as well as VA Tech Certification Program is provided to new members
Describe relationship of Action Program to CIP	Briefing on CIP/Action Program provided at 10/16/14 meeting
Meet with Town Manager to emphasize PC interest in CIP process and meet with CPM Staff to determine achievements	Renee LaFollette and Susan Berry-Hill gave first annual update on 10-16-2014
Provide information on the Historic Designation for Edwards Ferry Road	Staff provided a memo in the 11-06-2014 agenda packet
Request to move the Industrial use ordinance amendment up in the 2014 BATCH	Town Council passed a resolution in August initiating amendments to the Zoning Ordinance to update definition and regulations related to "Light Intensity Industrial" uses as well as determining what zoning districts are appropriate for this use. The Planning Commission recommended approval at their February 19, 2015 meeting. Town Council held a discussion regarding this amendment at their March 9, 2015 work session and their public hearing on March 24, 2015 and has continued these amendments to a future meeting to be determined.
Request for information on how many CIP recommendations were forwarded to Council over the last five years	Renee LaFollette provided this information at the February 19, 2015.
PC Training and professional enrichment	PC Work Shop led by Dr. Chandler was held on April 25, 2015
Request for information on the Town's Memorial Tree Fund	A Memorial Tree Fund has yet to be established.
Requested the web link to view the HB-2	This was sent to the PC on April 6th
By-Law proposed Amendment discussion and vote.	An Amendment was made to the language regarding Committee and Commission liaisons
Request for total number of two-over-twos approved/proposed over next 2 years	A comparison chart of all approved/ proposed units was provided at the April 16 th meeting
Request to schedule a TMDL briefing on stream clean-up	PC Members were invited to attend the TC briefing on April 27, 2015
Request for an involved discussion addressing the term "intent" as it relates to the Zoning Ordinance be added to a future agenda	Zoning Administrator provided a memo and presentation to PC on 5/21/15 on "purpose and intent" sections of ZO. PC held discussion on topic and decided to not recommend changes to the ZO.
Schedule a briefing on Future Planning & Improvements at the Airport	A briefing by Scott Coffman, Renee LaFollette and Dennis Boykin was provided to the Planning Commission on May 21, 2015. PC members were-invited to take a tour of the airport. This tour(s) is to be scheduled at their convenience.
Request	Response
Information and discussion of 4 bills approved by General Assembly	Memo included in 6/18/15 packet. Verbal discussion of SB1435 provided at meeting.
Adopted resolution for Greenway Extension	Resolution provided to Planning Commission on 8/20/15

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Request to develop a system to track the land application process to determine areas for improvement	Scott Parker provided a memo dated August 25, 2015 which discussed the Process Improvements Survey results and Staff's response to the suggested improvements. It was determined by the Planning Commission that no further action from Staff was needed at the 9/17/15 Planning Commission Meeting.
Request for briefing from Watershed Committee on past and future efforts to implement improvements to the Town's watersheds.	9/17/15 Neely Law briefed the Planning Commission on a recommendation made to Town Council to support watershed plan development for Cattail Branch and Big Spring Run Watersheds.
Discussion and recommendation by PC on allowing murals on private buildings	Per email notification on 11-7-15 Commissioner Kidder asked that this item be removed from the Tracking Report.
Provide a plat that compares the application with all buffers and the application with the buffers waived with the first submission documents	The PC voted to recommend approval of Item 2 of the 2015 Zoning Ordinance Batch Amendment which would establish requirements pertaining to requests for modifications/waivers associated with rezoning applications. TCPH 1/12/16.
Provide Town Council with status report on the Town Plan Action Program and affirm prioritization of steps with Council.	Completed February 22, 2016 Town Council work session.
Two-over-Two discussion and recommendation to Town Council to develop performance standards for this unit type.	The Planning Commission voted to send a recommendation to Town Council to initiate a zoning ordinance amendment to develop performance standards for two –over-two unit types at the August 4, 2016 meeting.